

Estimated Space Requirements

Agency:	TED	Contact Person:		Creation Date:	1/26/2018
Department:		Telephone:		Revised Date:	2/9/2018
Location:		Email:			

Space	Standard Net SqFt	User Override SqFt	Current Number of Staff	Staff Growth	Staff Reduction	Total Number of Staff	Total Net Work Area	Comments: (Required when using User Override):
ENCLOSED OFFICES								
Department Director	320		1			1	320	
Chief Deputy (19 & above)	248		1			1	248	
Division Heads of Chiefs, Agency Director (18 & above)	175		1			1	175	
State Division Manager (17)	150		6			6	900	
Special Designation Office (Requires Justification)	150					0	-	Chief Accountant, Chief Financial Officer
MODULAR OFFICES								
Assistant Division Director or Chief, Managers (13 & above)	64		21	2		23	1,472	
Professionals, Technicians	64		37	4		41	2,624	
SUBTOTAL CURRENT WORK REQUIREMENTS:			67	6	0	73	5,739	
TOTAL STAFF WORK SPACE REQUIREMENTS:							5,739	
PUBLIC USE SPACE								
Reception Area	N/A	128	1			1	128	
TOTAL PUBLIC USE SPACE:							128	
PUBLIC CONFERENCE & MEETING SPACE								
TOTAL PUBLIC CONFERENCE & MEETING SPACE:							-	
STAFF CONFERENCE & MEETING SPACE								
Conference (40+ Person)	800		1			1	800	
Conference (14-16 Person)	325		1			1	325	
Conference (10-12 Person)	225		1			1	225	
Conference (6-8 Person)	180		1			1	180	
Conference (4-6 Person)	150		1			1	150	
Conference (2-4 Person)	100		1			1	100	
TOTAL STAFF CONFERENCE & MEETING SPACE:							1,780	

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SPECIAL USE SPACE								
Mail Area	128		1			1	128	
Small Copy/Fax Area	36		2			2	72	
Large Copy/Fax Area	64		3					
Recycling Station (1 for every 60 staff)	36		2			2	72	
Lunch Break Room	500		1			1	500	Shared with all groups
LAN/Telecommunications Closet	150		1			1	150	Shared with all groups
TOTAL SPECIAL USE SPACE:								922
FILING AND STORAGE SPACE								
Unassigned Filing	9		67			67	603	
TOTAL FILING & STORAGE SPACE REQUIREMENTS:								603

TOTAL NET OFFICE SPACE REQUIREMENTS:	9,172
CIRCULATION (40%)	3,669
TOTAL USABLE OFFICE SPACE REQUIREMENTS:	12,841 SQFT.

BUILDING COMMON AND MECHANICAL (15%)	1,926
ESTIMATED TOTAL SPACE REQUIREMENTS:	14,767 SQFT.

Total Current Staff:	67
Total Future Staff:	73
Percent Growth	8.96%



Highlighting denotes floor to ceiling space